



New Jersey Department of Military and Veterans Affairs

VACANCY ANNOUNCEMENT

Posting #: 143-21

Posting Period: From 11/29/2021 to 12/29/2021

Title: Secretarial Assistant 1, Non-Stenographic

Salary: (A15) \$42,709.78 to \$59,981.41

Number of Vacancies: 1

Workweek: 35

Work Location: 101 Eggerts Crossing Road,
Lawrenceville, NJ 08648

Program: Construction & Facilities Management Office

Scope of Eligibility: Application will be accepted from all New Jersey Department of Military and Veterans Affairs employees and applicants from other State Departments who meet the requirements listed below. Selection will be made from among the best qualified.

Job Description: Under supervision, provides secretarial, administrative and clerical support to an assigned assistant division director, bureau chief, or organizational equivalent; types correspondence and reports, prepares letters on routine matters, provides requested information to internal and external customers, maintains a schedule of appointments and the daily engagement calendar of the executive official; utilizes various information systems for daily work assignments used by the agency, office, or related units; does other related duties as required.

Civil Service Commission Requirements

Experience: Three (3) years of experience in secretarial and administrative clerical work.

Note: Successful completion of a clerical training program with a minimum of 700 classroom training hours or thirty (30) semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of the experience indicated above. Course work must include typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.

Special Note: Preferred candidates will have experience in Microsoft Office Suite, such as Word, Excel, and PowerPoint.

License: Appointee will be required to possess a driver's license valid in the State of New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Residency: Pursuant to the "New Jersey First Act" N.J.S.A. 52:14-7 (L. 2011, Chapter 70), newly hired public employees are required to reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one (1) year after you begin employment to relocate your residence to New Jersey.

HOW TO APPLY:

SUBMIT APPLICATION FOR EMPLOYMENT, COVER LETTER, RESUME, AND E-MAIL ADDRESS BY 4:00PM ON THE CLOSING DATE TO:

Mail: ATTN: HRD-PMRS, PO Box 340, Trenton, NJ 08625-0340

E-Mail: CareersCentral@dmava.nj.gov

Fax Number: (609)530-7192

Forms may be obtained from our web site at: <https://www.nj.gov/military/personnel/forms/employment-application.pdf>, the Human Resources Division, or call (609) 530-7038.

New Jersey Department of Military and Veterans Affairs is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.